



# City of Annapolis

Recreation and Parks Department  
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## Recreation Advisory Board June 12, 2013

The Recreation Advisory Board of the City of Annapolis held its regularly scheduled meeting on June 12, 2013 at the Roger "Pip" Moyer Recreation Center and **Chair** Hamill called the meeting to order at 7:03p.m.

**Present:** **Chair** Hamill, **Vice Chair** Moyer, Rankin, Nelson, Hughes, B. Moyer

**Absent:** Lowman, Montgomery, Aist, Harrison

**Staff:** Woodward

**Guest:** Navabi

### II. May 8, 2013 Meeting Minutes

Mr. Hughes moved approval of the May 8, 2013 meeting minutes as written. **Vice Chair** Moyer seconded the motion. The motion passed unanimously in a vote of 6-0.

### III. Regular Business Before the Board

#### 1. Director's Monthly Report to City Manager

The written report was distributed at the meeting for members to review.

#### 2. Director's Monthly Report to the Board

See the items noted below.

##### a. Kingsport Park Design

Mr. Woodward received a completed conceptual design of the park for review.

##### b. Truxtun Triathlon

Mr. Woodward reported that the Truxtun Triathlon is scheduled for June 16, 2013.

##### c. FY14 Budget

Mr. Woodward reported that the FY14 budget was approved and the Department fared well. There were funds approved in the FY14 budget to allow the Department to complete some of the items on the laundry list. The budget also included funds for two Park Maintenance Worker III positions but there was no funding to backfill the two (2) Park Maintenance Worker I positions. The Department received \$15,000 in seasonal funds for the Whitmore Park. Mr. Woodward submitted the job descriptions for the two administration positions for the Mayor's Office consideration. He reported that the Department's operations are going well and the total revenues for May were about the same.

### IV. New Business

#### 1. Annapolis Community Foundation

**Chair** Hamill clarified that a subcommittee of the Board met to discuss the feasibility of forming a foundation and requested staff to explore what other jurisdictions were doing as it relates to establishing foundations. She explained that the Board is considering forming a foundation for the

Recreation and Parks Department of the City of Annapolis that will not be part of the City government. Mr. Woodward noted that there are several foundation models of which some report to an organization, some are separate or work under a Memorandum of Understanding (MOU). The successful foundations are those where there is a clear mission. He noted that Montgomery County started a volunteer foundation that was unsuccessful so it was dissolved and a new foundation was established with a paid Executive Director. The Montgomery County foundation is now effectively making these types of partnerships work. He explained that the Decatur Georgia foundation has a limited scope so coordinates the type of work from within its Recreation and Parks department. He concluded that the first step is to determine what the mission of the foundation would be and then set the parameters of the foundation based on that goal.

Ms. Navabi noted that the Annapolis Community Foundation (AFC) was formed by former Mayor Ellen Moyer eleven years ago and she has been the Executive Director for nine years. The objective of the AFC was to raise money and give grants to organizations that are based in Annapolis. The AFC is not associated with the City of Annapolis or government. Over the past 10 years, the AFC has given \$100,000 worth of grants to over 45 organizations. The AFC strength lies in fiscal sponsorship in helping organizations to set up their nonprofit. AFC handles all financial management that includes assuming the audit risks of which they charge 5%. AFC monitors and maintains funds, process tax information for donors and provide fund balances. She noted that AFC currently does this for ten organizations. AFC does not give to other nonprofits but provides funds to organizations that need quick cash or start up funds. AFC does some fundraising as well. **Chair** Hamill believes that using this type of foundation would provide a way for the Board to raise funds for those items that cannot be funded through City dollars. She noted that there are other items that need to be addressed before the Board can establish a foundation. The Board briefly discussed the pros and cons of establishing a foundation and determined that the next steps would be to invite the Executive Director from the Montgomery County foundation to a meeting.

## **V. Old Business**

### **Customer Service Training**

Mr. Woodward is soliciting cost estimates from another Customer Service Training vendor so are waiting for a response.

## **VII. Adjournment**

Ms. Nelson moved to adjourn the meeting at 8:09pm. Mr. Hughes seconded the motion. The motion passed unanimously in a vote of 6-0. **The next meeting is scheduled for September 11, 2013 at the PMRC at 7:00pm.**

Tami Hook, Recorder